

NPIC/TD-002/87
14 December 1987

STAT

MEMORANDUM FOR:
Director of Training and Education

STAT

THROUGH:
Chief, Training Division, SG/NPIC

STAT

FROM:
Chief, Operations Support Branch, TD/SG/NPIC

SUBJECT: NPIC's Put It In Writing Course

1. NPIC is again offering its analysts a writing skills course, Put It In Writing, given by International Writing Institute (IWI). This course will be taught by a cleared instructor at NPIC, enabling analysts to use their daily working material for writing assignments.

2. Six runnings of this course were given under a DS&T contract in FY87. The course was well received, and six additional runnings for imagery analysts were requested for FY88. NPIC Training Division is therefore contracting for these runnings.

3. We request your concurrence with our contracting IWI for this course. We plan to have the runnings for 120 analysts between January and September 1988. The course consists of six three-hour sessions held once or twice a week.

STAT

CONCUR:

STAT

Director of Training and Education

12.23.87
Date